



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position

**(This position is exempt from the State of Delaware Merit Rules and the
Judicial Branch Personnel Rules)**

Posting #AOC1103N13

BUSINESS ANALYST (Casual/Seasonal)

Opening Date: November 15, 2013 **Closing Date:** November 26, 2013

Salary: \$34.00 per hour (not to exceed 29.5 hours per week)

Recruiting For: **Administrative Office of the Courts/Judicial Information Center**

Location: New Castle County **(Please check this location on your application)**

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This individual works under the general supervision of the Business Solutions Manager. The employee will provide critical support on Court technology projects and play a role in the daily support for the Court's e-Filing systems. This employee will be responsible for thorough reviews and revisions of project documentation including Business Requirements, Functional Requirements, Test Plans, and Scripts. Other duties include organizing and archiving project documentation; coordinating of requirements gathering meetings, testing sessions, training sessions, and other project related events; reviewing and maintaining project schedules in Microsoft® Project; assisting with the development of critical knowledge transfer documentation; covering the eFlex Helpdesk, as needed; acting as a tester for SIT, UAT, and regression, when applicable; assisting with the creation of Use Cases for project testing; reviewing and critiquing training materials; and assisting with the flow of the Software Development Life Cycle.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. At least five years as a Business Analyst or Project Lead with strong business analysis and/or project management skills.
2. Exceptional analytical ability with experience in performing detailed analysis of system processes and requirements.

3. Strong facilitation skills to facilitate interviews, meetings, and workshops.
4. Proven ability in developing and documenting requirements, functional designs, and other SDLC documentation.
5. Proven ability in consulting and collaborating with functional and technical resources.
6. Experience in implementing process improvement initiatives.
7. Knowledge of Visio, MS Project, and SharePoint applications.
8. Ability to communicate courteously and effectively, both verbally and in writing, including the ability to communicate complex, technical information in a format appropriate to ensure audience comprehension with a diverse group of clients such as end-users, staff, and coworkers.

Preferential Requirements (desired but not required):

1. Possession of a Bachelor's Degree in Business or Information Systems preferred; equivalent work experience considered.
2. CCBA, CBAP certification.
3. SharePoint experience.
4. Working knowledge of data modeling tools.
5. Knowledge of court systems.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (preferred method)

2. Fax your application to: (302) 255-2482, Attention: Human Resources

3. Mail your application to:

Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**